To: DeBardeleben, Marian; Lynch, Bill
From: Mulderig, John on Sun, Sep 10, 1995 7:07 PM
Enclosure: Calibration memo
Subject: Record Mgt.-Calibration Data

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Marian and Bill,

Enclosed is a draft memorandum relating to computer generated calibration data relating to 1995 product recall testing and disposal suspension. I think we should distribute the memo as soon as possible. Please let me have your comments.

I am specifically interested in hearing your thoughts on 1) primary distribution of the memo and whether it should be distributed to all R&D employees or just those possibly having data, and 2) copy distribution. I would be in favor of distributing the memo to at least those employees who may possibly have calibration data and providing copies to Ken Houghton, Denise Keane, Bill Lynch and Joint Task Force members. You may think of others.

I look forward to hearing from you. I may be difficult to reach today so feel free to send your comments by electronic mail.

Thanks, John

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